

NAS PAXRIV INSTRUCTION 12300.6C

From: Commanding Officer

Subj: DETAILS

Ref: (a) NASPAXRIVINST 12335.1
(b) Agreement Between NAWCAD Patuxent River and
American Federation of Government Employees Local
1603 AFL-CIO, Article 8, 1997

Encl: (1) Request for Approval/Extension of Detail

1. Purpose. To provide information on coverage, approval and documentation requirements, and guidance on the use of details per provisions of reference (a).

2. Cancellation. NAS PAXRIV Instruction 12300.6B.

3. Coverage. This instruction covers all details in the competitive and excepted service for all activities serviced by the Human Resources Department (HRO), except within and to, the Senior Executive Service.

4. Definition. A detail is a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment. Technically, a position is not filled by a detail, as the employee continues to be the incumbent of the position from which detailed. (An employee who is on detail is considered for pay and strength count purposes to be permanently occupying his or her regular position.) "Acting" assignments designated by any method are details for the purposes of this instruction.

5. Background

a. In view of the clear purpose of a detail, and since over-long details may conflict with other statutes which require that employees be qualified for the work assigned, that their positions be properly classified, and that they be paid per that classification, the Office of Personnel Management (OPM) has placed limitations on details. These

limitations are the means of assuring that applicable laws governing pay and the merit system are observed. Temporary promotions are generally the most appropriate way to provide temporary services in higher graded positions when the

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assignment will last for an extended period of time (more than 30 days). Details, on the other hand, are intended only for brief service in which no other staffing arrangement would be practical.

b. To meet the intent of OPM and Department of the Navy (DON) requirements, supervisors and managers should consider using alternative procedures when other than brief periods are involved. Some suggested alternatives are:

- (1) Restructuring organizational elements.
- (2) Temporary promotions.
- (3) Rotating details.
- (4) Temporary additional duty assignments.
- (5) Temporary appointments.
- (6) Reallocation of duties.
- (7) Permanent or temporary reassignments.

c. Employees whose position descriptions specify that they will act in the absence of their supervisors present special problems. This is permissible for short term assignments to occupied positions (e.g., vacation periods); however, if the position is vacant or if there is an extended period of absence (over 30 consecutive days), the normal requirements of this instruction apply.

6. Use of Details

a. When Permitted. Details are intended only for meeting temporary needs of the organization when necessary services cannot be obtained by other desirable or practical means. Details may be made appropriately under circumstances such as the following:

- (1) Emergency Details to meet emergencies occasioned by abnormal workload, special projects or studies, change in mission or organization, or unanticipated absence.

(2) Other Details pending official assignment, pending description and classification of a new position, pending security clearance, and for training purposes (particularly where the training is part of an established promotional or developmental program).

b. When Prohibited. Detailing employees to other kinds of positions or to other examining jurisdictions immediately after competitive appointment compromises the competitive principle and is not permitted. Except for an emergency detail of 30 days or less, an employee must not be detailed for at least 90 days after initial appointment.

7. Requirements for Documentation and Limitations on Details. An employee may be detailed to a different position or set of duties at the same grade level, a higher grade level, or a lower grade level except as noted in 6(b). Although an employee does **NOT** have to be qualified for the position to which detailed, there must be a reasonable expectation that the employee can perform the duties of the position. The employee will be compensated at the rate of basic pay for the position from which detailed.

a. A Notification of Personnel Action (SF-50) must be used to document details of longer than 30 days. Therefore, supervisors/managers should submit a Request for Personnel Action (SF-52) and enclosure (1) to HRO. These documents must contain the following information:

(1) Reason for the detail or extension of detail.

(2) Effective date.

(3) Termination date.

(4) If to an unclassified position, a brief statement of the duties to be performed.

(5) If an extension of over 120 days, rationale for approval or disapproval.

(6) If an extension to a higher grade position exceeding 120 days, documentation that competition was held.

(7) Approval date.

Requests for details without this required documentation will not be processed and will not in any case be made retroactively. One copy of the SF-50 will be given to the detailed employee and one copy will be filed on the permanent side of the Official Personnel Folder (OPF).

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b. Documentation is not required for the detail of a career or career-conditional employee who is being assigned to perform duties of a position which is either an identical additional position or a position of the same grade, series code, and basic duties as the position to which the employee is regularly assigned.

c. Initial Details and Extensions. Initial details and extensions will be increments of no more than 120 days.

d. Detail to the Same or Lower Grade Level

(1) Details of 120 days or less may be authorized by Department/Competency Heads and need to be documented by an SF-50. (See 7(a) for documentation requirements.)

(2) Extensions of details beyond 120 days may be authorized by Department/Competency Heads in 120 day increments for up to one year. (See 7(a) for documentation requirements.)

e. Details to Higher Grade Levels or to Positions with Known Promotion Potential

(1) Except for brief periods of service, details to higher grade levels are discouraged unless such a detail is determined to be in the best interest of the organization and that these interests cannot be better served by either reassignment (temporary or permanent) or by temporary promotion.

(2) Details of 30 days or less may be authorized by the Department/Competency Head. Details for 31 to 120 days must be documented by an SF-50. (See 7(a) for documentation requirements.)

(3) For employees covered by reference (b), when detailed to a higher graded existing vacant position for a period in excess of 45 calendar days, the employee will be temporarily promoted on the 46th day, provided established qualification and eligibility requirements are met. Management will ensure that eligible employees in the immediate work area are given the opportunity for detail to the higher graded existing position to the extent possible.

(4) Details exceeding 120 days to higher graded positions, or to positions with known promotion potential must be made under competitive staffing procedures per

reference (a). Department/Competency Heads may authorize extensions in 120 day increments for up to one year. (See 7(a) for documentation requirements.)

f. Details to Unclassified Positions

(1) Details of 120 days or less may be authorized by Department/Competency Heads and need to be documented by an SF-50. (See 7(a) for documentation requirements.)

(2) Extensions of details beyond 120 days may be authorized by Department/Competency Heads in 120 day increments for up to one year. (See 7(a) for documentation requirements.)

g. Extended Details During Major Reorganizations

(1) The use of extended details during major reorganizations (i.e., reorganizations causing the release of 5% or more employees) is limited to those employees whose grades are adversely affected during major reorganization and Reduction-in-Force (RIF) actions would otherwise be required. Extended details should be for the minimum period necessary to facilitate the reorganization. These employees may be detailed to higher grade positions, in 120-day increments, up to one year per procedures cited in paragraph 7(e).

(2) This authority may not be used to delay required actions based on misclassification or change in standards.

(3) No employee in the competitive or excepted service may be detailed consecutively in excess of one year under this authority. Other details in the past 12 months count against the one year limitation.

(4) Before filling any vacancy on a permanent basis during a reorganization, consideration must be given to employees on extended details. This is, however, only after referral of employees eligible for prior consideration for placement.

h. Details for Temporary Employees. Agencies may detail a temporary employee to another position in the activity if the position meets the criteria for temporary employment.

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8. Responsibility

a. HRO

(1) Assure that requests for extensions beyond 120 days are approved well in advance of the "Not to Exceed" date.

(2) Assure that SF-50s are prepared and meet the documentation in part 7 of this instruction.

(3) Set up procedures for controlling, approving, extending and documenting details.

(4) Assure that details to higher grade positions or positions with known promotion potential are either terminated after 120 days or that competition is held.

(5) Assure that the necessary documentation required is maintained and that the intent of this instruction is met.

b. Supervisors and Managers

(1) Assure familiarity and compliance with the provisions of this instruction.

(2) Assure that SF-52s and enclosure (1) are prepared per documentation requirements of paragraph 7 and that requests for extensions are forwarded to HRO at least three weeks prior to the expiration date of the original detail.

9. Review Authority. The Director, HRO, shall review this instruction annually, making changes as necessary.

PAUL E. ROBERTS

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REQUEST FOR APPROVAL/EXTENSION OF DETAIL FORM

NAME (Last, First, Middle)	SSN	DATE RECEIVED IN HRO
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PROPOSED EFFECTIVE DATE: _____

PROPOSED TERMINATION DATE: _____

REASON FOR DETAIL: _____

IF DETAIL TO UNCLASSIFIED SET OF DUTIES, BRIEF DESCRIPTION
OF DUTIES TO BE PERFORMED: _____

____OTHER (Explain):_____

HRO AUTHORIZING OFFICIAL SIGNATURE

DATE OF DECISION

Encl (1)